

WINGATE UNIVERSITY 2022-2023 INSTITUTIONAL / FEDERAL WORK STUDY AGREEMENT

Student Name: _____

Student ID: P _____

Supervisor Name: _____

Department: _____

STUDENT CERTIFICATION

You must read and initial each item below:

- | | |
|--|-------------------|
| 1. I accept the job above for the 2022-2023 academic year. I understand that I will be given the opportunity to earn \$8.00 per hour, unless otherwise notified by my supervisor. Student workers should not work more than 15 hours per week across all positions. My employment dates will be set and determined by my Supervisor. | 1. Initial: _____ |
| 2. I will submit all applicable new hire paperwork to the Office of Financial Planning before I am able to clock-in/clock-out via ADP. | 2. Initial: _____ |
| 3. I understand that I cannot work during the hours for which I am scheduled to attend classes. If a class is cancelled, I will need to provide my supervisor with documentation in order to work during that time period. I will clock-in/clock-out as necessary so that ADP Workforce Now will reflect my accurate hours worked. | 3. Initial: _____ |
| 4. If I am dismissed from my job because of unsatisfactory work, or if I decide to resign, the University is not responsible for securing further employment for me. | 4. Initial: _____ |
| 5. I will use all earnings from my Institutional / Federal Work Study position(s) to pay allowable education expenses, including personal expenses related to college. | 5. Initial: _____ |

I hereby accept part-time employment at Wingate University through the Institutional / Federal Work Study Program, and I agree to fully comply with the terms of this agreement.

Student Signature: _____

Date: _____

YOUR NEXT STEP TO BEGIN WORKING

SELECT ONE OF THE FOLLOWING:

☐

I have not had a work-study job Wingate University before.

(Request new hire paperwork from your hiring supervisor! You will receive an approval email when you are cleared to begin working!)

Return completed documents to e.burke@wingate.edu.

☐

I have had a work-study job at Wingate University before and used ADP to clock-in/clock-out.

(You're all set! You will receive an approval email when you are cleared to begin working!)

SUPERVISOR CERTIFICATION

You must read and initial each item below:

1. I am hiring this student for the 2022-2023 academic year. Student workers should not work more than 15 hours per week across all positions. Valid employment dates include August 1, 2022 through May 31, 2023. June/July 2023 employment will require a separate Summer agreement. 1. Initial _____
2. Students must complete all new hire paperwork before they can access ADP to clock-in/clock-out. I will receive an email once this student has been approved to begin using ADP. 2. Initial _____
3. I understand that students cannot work during the hours for which they are scheduled to attend classes (unless a class is cancelled and I have been provided sufficient documentation). I will verify the student's time in ADP to ensure accuracy before submission. 3. Initial _____
4. I recognize that this student may be exposed to, and have access to, confidential student information that is necessary for them to carry out job duties on behalf of Wingate University. I will monitor their access and disclose only that information that is necessary to complete their job. 4. Initial _____
5. Students can have up to three work study positions on campus at any given time. If a work study agreement is submitted for a student who has reached their job limit, the student and supervisor will be notified that this contract is not valid. 5. Initial _____
6. Wage rate increases must be approved by the Financial Planning Office; please contact Emily Burke for assistance with this process. 6. Initial _____

Select one of the options below. *Most student employees will be identified as Student Employee. Intermediate and Advanced positions require additional training, certification or specialized job responsibilities, and are subject to approval by the Financial Planning Office.*

☐ **Student Employee (\$8.00 per hour)**

No advanced training or previous experience required

☐ **Intermediate Student Employee (\$9.00 per hour)**

Additional training, certification, or specialized job responsibilities are required. Please check the appropriate box below which specifies the student's job related competencies:

- ☐ Faculty Research Assistant
- ☐ Facility/Building Supervisors
- ☐ Intermediate Level Certification
- ☐ ARC Interns
- ☐ NavigateTour

☐ **Advanced Student Employee (\$10.00 per hour)**

Additional training, certification, or specialized job responsibilities are required. Please check the appropriate box below which specifies the student's job related competencies:

- ☐ Building Keyholders
- ☐ Advanced Level Certifications
- ☐ Personnel Supervisors
- ☐ America Reads / America Counts

I hereby agree to employ this student in my department under the terms of this agreement and will provide adequate supervision for the student employee.

Supervisor Signature: _____

Date: _____